

14. Major Duties and Responsibilities

A. Serves as Senior Training Assistant

- Directly supports all activities of the Security Assistance Officer concerning all Training Matters.
- Plans and organizes the training portion of Security Cooperation, and participates in the accurate and timely preparation and processing from initiation to coordination and execution of IMET, FMF, FMS, GPOI, 1004, CTFP, and other programs.
- Serves as subject matter expert on all DoD training programs and education opportunities.
- Assists Security Assistance Officer in preparing annual training program and schedule of courses adhering to legal and policy guidance.
- Assists in preparation of Combined Education and Training Programming Plan (CETPP) and the Congressional Report on International Military Training (CRMIT), and other reports as required.
- Prepares for, travels to, and participates in the Security Cooperation Education and Training Working Group (SCETWG) conference.
- Maintains records, adhering to USG policy and systems, of students' course attendance in US military schools to monitor utilization and fulfill congressional reporting requirements. Periodically updates current status, job, etc. and deletes personnel who retire or otherwise are separated or leave the service; keeps updated host country military personnel Positions of Prominence List.
- Maintains records and training reference library--conventionally and electronically. Files all correspondence, regulations, letters, messages, and other documentation.
- Prepares International Travel Orders (ITO) along with related and supporting documents for all students attending USG courses or other visits: letters, memoranda, forms, messages, visas, and other material in preparation for implementation of training program.
- Assists in preparing ITOs for participants in Traditional Commander's Activities (TCA), exercises, and other events.
- Provides assistance for candidates to be tested via English Comprehension Level (ECL) examination prepared by the Defense Language Institute English Language Center (DLIELC).
- Reviews, routes, and makes recommendations based on all trip After Action Reports (AAR).
- Prepares documentation for various other programs (i.e., Air Force Latin American Cooperative [LATAM COOP] activities, TCA, and Center for Hemispheric Defense [CHDS] seminars), which involve subject matter expert exchanges (SMEEs), visits, orientation tours, and seminars in CONUS for influential host country military and civilian personnel.
- Compiles biographical data for security checks and vetting for human rights, prepares necessary supporting documentation, and maintains database of results.
- Retrieves Security Assistance Network (SANWeb) e-mail and reviews all messages requesting program additions, changes or deletions to ensure action on requests.

B. International Military Education and Training Program Manager

- Intimately familiar with all DoD regulations and procedures for International Military Education and Training (IMET) system. Conducts all required coordination with USG agencies to accomplish annual training plan: USSOUTHCOM, US Navy, US Army, US Air Force, US Marine Corps, US Coast Guard, Defense Security Cooperation Agency (DSCA), as well as multiple individual schools and training centers.
- Initiates, prepares, coordinates and processes all IMET, CTFP, 1004, and GPOI student applications and documentation to include US Embassy vetting, medical exams, medical insurance requirements, passports and visas, English language qualifications, and student travel pre-brief.
- Accesses Training Management System (TMS) computer databases and SANWeb to manage IMET, CTFP, 1004, and GPOI inputs and schedules. Continually monitors and updates the Standardized Training List (STL) to coordinate changes to student information, course dates, and preparations for travel.

C. Foreign Academy Exchange Program (FAEP) Coordinator

- Liaison for FAEP, the US Military Academy, the US Air Force Academy, the US Naval Academy, and the US Coast Guard Academy for Cadet Exchange Programs. Coordinates all ITO, passport, visa, biographies, and other

documentation for exchange of cadets of military cadets between the US and Paraguay. Assists in the preparation of official visits and calendar of events.

D. Administration Assistant

-Assists in the preparation of official visits, official correspondence, and calendar of events.

-Answer phone calls in DoD as required.

-Acts as fill-in Secretary as needed (staggered lunch breaks, vacations, sick leave)

E. Translator

-Stenographic duties including translating from English to Spanish official correspondence from DoD members to the Paraguayan Armed Forces and other government officials.